

ADMISSIONS PROCEDURES TO
PROGRAM FOR MANAGEMENT DEVELOPMENT
THE HARVARD UNIVERSITY GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

Each session the Admissions Committee must select an entering class from a large number of applicants, most of whom possess the basic qualifications to benefit from the Program for Management Development. Each applicant must be nominated by and sponsored by his/her company or agency including full payment of tuition, board, room, related fees, and the applicant's salary while in attendance.

Applications for the Spring Session, which starts approximately the first week of February each year, should be received by the preceding October 1. Applications for the Fall Session, which starts the middle of September each year, should be received by the preceding March 15. Each session of the Program for Management Development is fourteen weeks in length.

Inquiries should be directed to the Administrative Director, Program for Management Development, Harvard Business School, Boston, Massachusetts 02163. The telephone numbers are 617/495-6486 and 6487.

Applicants whose mother tongue is other than English are required to take the Test of English as a Foreign Language (TOEFL). Information on taking this test, which is given throughout the world, may be received by writing:

Test of English as a Foreign Language
Educational Testing Service
20 Nassau Street
Princeton, New Jersey 08540 USA.

Applicants are requested to advise the Admissions Committee of the date and location on which they will take the TOEFL. Candidates who reside abroad should apply for the test at least six weeks before the date it is to be given. The TOEFL exam should be taken no later than February for consideration in the following Fall class, and no later than May for consideration in the following Spring class.

Request scores to be sent to:

Administrative Director
Program for Management Development
Sherman 6
Harvard Business School
Boston, Mass. 02163 USA.

Qualified applicants are accepted in order to ensure a balanced class by type of company, applicant's function within the company, and the geographical balance of the class. Qualified applicants who cannot be accepted because of limited numbers will be considered for a later class.

Please see over

-2-

The application and all materials submitted in its support become the confidential property of the School and are not returnable.

It will be appreciated if the admission application and Company Sponsorship are typewritten.

1. Application Blank

The application blank is one of the most important documents used by the Admissions Committee to evaluate the candidate's merits, experience, business progress, and maturity. An applicant should give considerable time and care to supplying answers to the questions asked.

2. Company Sponsorship

As each applicant must be fully sponsored, the Company Sponsorship is perhaps the most important single document to the Admissions Committee. The sponsor is asked to return the form directly to:

Administrative Director
Program for Management Development
Sherman 6
Harvard Business School
Boston, Mass. 02163.

The information provided will be held in confidence by the Admissions Committee and the Faculty assigned to the Program.

10/74